



AGENDA

Eau Claire County Committee on
Administration
Tuesday, February 1, 2022 at 2:30 p.m.
Virtual Meeting

Access by Phone:

Dial In: 1-415-655-0001 Access Code: 2595 244 2290

Access Link:

<https://eauclairecounty.webex.com/eauclairecounty/j.php?MTID=m9e90e85ea75b90fa7bb886f48e60fc7d>

Meeting Password: mmJdNqjt797

For those wishing to make public comment, you can submit your request to speak and/or written comment to Samantha Kraegenbrink at samantha.kraegenbrink@co.eau-claire.wi.us at least 60 minutes prior to the start of the meeting

1. Call to Order and confirmation of meeting notice
2. Roll Call
3. Public Comment
4. Review/Approval of Committee Meeting Minutes – **Discussion/Action**
 - a. January 11, 2022
5. Update from von Briesen & Roper, s.c. by Joseph Russell and/or Mindy Dale – **Information/Discussion**
6. Review of Q3 County Board Finance Report – **Information/Discussion**
7. Administrator Updates – **Information/Discussion**
 - a. ARPA Funding Progress
 - b. Strategic Planning Progress
 - c. Workplan
8. Rules of the Board – **Discussion**
9. Board Effectiveness and Communication - **Discussion**
10. Corporation Counsel update by Kathryn Schauf – **Discussion/Action**
11. Adjourn

Prepared by: Samantha Kraegenbrink – Assistant to the County Administrator

Please note: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 839-6945 (FAX) 839-1669 or (TDD) 839-4735 or by writing to the ADA Coordinator, Human Resources Department, Eau Claire County Courthouse, 721 Oxford Ave., Eau Claire, Wisconsin 54703.



MINUTES

Eau Claire County
Committee on Administration
Tuesday, January 11, 2022, at 2:30 p.m.
Virtual Meeting

Present: Nick Smiar, Colleen Bates, Mark Beckfield, Gerald Wilkie, Nancy Coffey

Others: Samantha Kraegenbrink – Committee, Charity Zich, Cory Schalinske, Dave Riewestahl, Eric Huse, Eric Killen, Glenda Lyons, Greg Dachel, Jessica Rubin, Jon Johnson, Kathryn Schneider, Katrina Ranallo, Linda Struck, Matt Theisen, Megan Brasch, Norb Kirk, Rod Eslinger, Sonja Leenhouts, Susan Schaffer, Tim Sullivan, Jeneise Briggs

Public: Ryan Patterson, Judy Gatlin – County Board Supervisor, Katherine Schneider – County Board Supervisor, Jim Dunning – County Board Supervisor

Call to Order and confirmation of meeting notice

Chair Smiar called the meeting to order at 2:30 p.m. and confirmed the meeting notice.

Roll Call

The Committee Clerk called the roll, and it is listed above under present.

Public Comment

No public comment.

Review/Approval of Committee Meeting Minutes

For December 14, 2021, and December 21, 2021. Motion by Supervisor Coffey, seconded by Supervisor Beckfield. All in favor.

File No. 21-22/085: Authorizing a countywide advisory referendum on clean water now for Wisconsin

Motion by Supervisor Coffey, seconded by Supervisor Bates. Background and detail provided by Supervisor Coffey, Director Rod Eslinger, and County Clerk Sue McDonald. On a voice vote, all in favor; motion passes.

File No. 21-22/087: Authorizing to abolish two (2.0 FTE) Fiscal Associate II positions and to create two (2.0 FTE) Fiscal Associate III positions

Motion by Supervisor Beckfield, seconded by Supervisor Wilkie. Background and detail provided by Corporation Counsel Tim Sullivan and Director Megan Brasch. On a voice vote, all in favor; motion passes.



MINUTES

Eau Claire County
Committee on Administration
Tuesday, January 11, 2022, at 2:30 p.m.
Virtual Meeting

Proclamation: Proclaiming January 23-29, 2022, as “Eau Claire County School Choice Week”

Motion by Supervisor Bates, seconded by Supervisor Beckfield.

Supervisor Wilkie moves that add another “Whereas; this proclamation does not support any direct or indirect direction in public school funding.” No second, motion fails. On the main motion, 1 yes, 4 noes; motion fails.

Administrator Updates

Administrator Schauf provided an update on ARP and the Strategic Plan.

Appointment to the IFLS Board (three-year term)

- Jan Daus (Reappointment)

Chair Smiar reappoints Jan Daus to IFLS Board. Motion by Supervisor Bates, seconded by Supervisor Wilkie to confirm appointment. All in favor.

Next Meeting Date: February 1, 2022 (moved from February 8, 2022)

Addendum item: Proclaiming February 4, 2022, as “Transit Equity Day” in Eau Claire County

Supervisor Bates motions, seconded by Supervisor Wilkie. Supervisor Gatlin provided background and detail. On a voice vote, all in favor.

Agenda items for next meeting:

- Review of County Board Budget for 2021
- Discussion of board effectiveness and communication

Action to add announcements to the bottom of each agenda.

Adjourn

The meeting was adjourned at 3:54 p.m.

Respectfully submitted by,

Samantha Kraegenbrink – Assistant to the County Administrator

Eau Claire County - County Board

Quarterly Department Report - Summary

For Period Ending: Q3, 2021

Page: 1/1

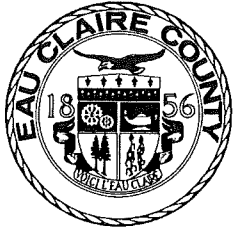
Date Ran: 10/20/21

01 - County Board

Fund	Revenue:	Orig Budget 2021	Adj Budget 2021	Q1 2021	Q2 2021	Q3 2021	Q4 2021	YTD 2021	% of Budget
100	01-Tax Levy	233,932	233,932	58,480	58,480	58,480	0	175,440	75.00%
Total Revenue - County Board		\$233,932	\$233,932	\$58,480	\$58,480	\$58,480	\$0	\$175,440	75.00%

Fund	Expenditures:	Orig Budget 2021	Adj Budget 2021	Q1 2021	Q2 2021	Q3 2021	Q4 2021	YTD 2021	% of Budget
100	01-Regular Wages	-121,342	-121,342	-21,779	-28,302	-31,406	0	-81,487	67.15%
	03-Payroll Benefits	-70,770	-70,770	-14,564	-18,158	-17,525	0	-50,247	71.00%
	04-Contracted Services	-2,470	-2,470	-264	-479	-2,658	0	-3,401	137.71%
	05-Supplies & Expenses	-39,350	-39,350	-18,818	6,723	-4,392	0	-16,487	41.90%
Total Expense - County Board		-\$233,932	-\$233,932	-\$55,425	-\$40,217	-\$55,981	\$0	-\$151,623	64.81%

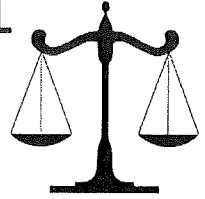
Net Surplus/(-Deficit) - County Board		\$0	\$0	\$3,055	\$18,263	\$2,499	\$0	\$23,817
--	--	------------	------------	----------------	-----------------	----------------	------------	-----------------



OFFICE OF CORPORATION COUNSEL

EAU CLAIRE COUNTY
EAU CLAIRE COUNTY COURTHOUSE
721 OXFORD AVE., SUITE 3520
EAU CLAIRE, WI 54703

PH: (715) 839-4836 Fax: (715) 839-6243



ASSISTANT CORPORATION COUNSEL

*Sharon G. McIlquham
Richard A. Eaton
Charles R. Ellefsen, III*

CORPORATION COUNSEL

Timothy J. Sullivan

January 28, 2022

TO: COMMITTEE ON ADMINISTRATION
FROM: TIM SULLIVAN
RE: ORGANIZATIONAL MEETING; RULES OF THE BOARD

Consistent with Section 2.04.030 of the Eau Claire County Code, the agenda for the organizational meeting of the county board, that is to be scheduled for the third Tuesday in April, requires one of the agenda items to be "adoption of the rules of order."

The rules of order and procedure are found in the County Code, section 2.04.010 through section 2.04.030. It is the responsibility of the Committee on Administration to report to the newly elected board any proposed changes to the rules of order. Because they are part of the code it will require the adoption of an ordinance if there are any changes to the rules of order.

If there are no proposed changes, a verbal report and vote by the board to adopt the rules as they currently exist will be sufficient. If the committee is recommending changes, then an ordinance will need to be drafted and considered by the board at the organizational meeting.

Timothy J. Sullivan
Corporation Counsel

TJS

Strategic Planning Timeline

Nov.-Jan.
2021/22

Work Group and Planning

- Pre-planning; elements of plan, roles and responsibilities, develop survey
- Committee on Administration discussed process, survey
 - Plan Engagement Sessions with community
- Shared overview with County Board on 1-18-22

Feb.-Mar.
2022

Input from Surveys, Sessions, Environmental Scan

- Department Heads to perform environmental scan
- Provide survey to employees, county board and community
 - Hold Community Engagement Sessions
 - Summarize survey data on Core Values

April-May
2022

Implementation

- Strategic Issue Identification and Articulation
 - April Board Meeting – Where have we been -where are we going – set base for actual strategic planning
 - Present Environmental Scan and survey data to County Board (April '22)
 - Identify and clarify key themes and strategic issues at first May Board Meeting with Facilitator
 - Develop key initiatives with Department Heads at second May board meeting
 - Communications – developing shared agreement
 - Strategic Initiatives link community needs to activity within in organization

June-July
2022

Adoption

- Final draft of Strategic Plan at first June '22 Board meeting
- Adoption of a strategic plan, board priorities/informed, collaborative budget processes linked to strategic plan
 - Communications strategies implementation – one-year recap

2022 &
Forward

Message Sharing

- Commitment to improve communications to employees, board & community
- Inclusive, forward-looking process
 - Strategic Foresight
- Strategy to revisit and revise
 - the plan